Ton Duc Thang University
CENTER FOR APPLIED INFORMATION TECHNOLOGY

Word 2016

Course Lecture

MOS WORD 2016

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- Textbooks

  – [1]. Joan E. Lambert, [2017] MOS 2016 Study Guide for Microsoft Word

- Main references:

  – [2]. Wiley, [2016]. Microsoft Official Academic Course MICROSOFT WORD 2016.

  – [3]. Windows 10 tutorialspoint SIMPLY EASY LEARNING [2018].

Chapter 4

INSERTING AND FORMATTING OBJECTS IN A DOCUMENT

Chapter 4. Inserting and formatting objects in a document

4.1 Insert and format Pictures

4.2 Insert and format Shapes

4.3 Insert and format WordArt, SmartArt

4.4 Insert Screenshot (Screen Clipping)

4.5 Apply and manipulate Text Boxes

Chapter 4. Inserting and formatting objects in a document

4.6 Create and manipulate Tables

4.7 Create Bookmarks and Hyperlinks

4.8 Insert Cover pages

4.9 Create and modify Headers and Footers

4.1 Insert and format Pictures

4.2 Insert and format Shapes

4.3 Insert and format WordArt, SmartArt

4.4 Insert Screenshot (Screen Clipping)

4.5 Apply and manipulate Text Boxes

1/. Insert Pictures

2/. Format Pictures

1/. Insert Pictures

2/. Format Pictures

1- Insert Pictures

- **Insert a picture from a file**
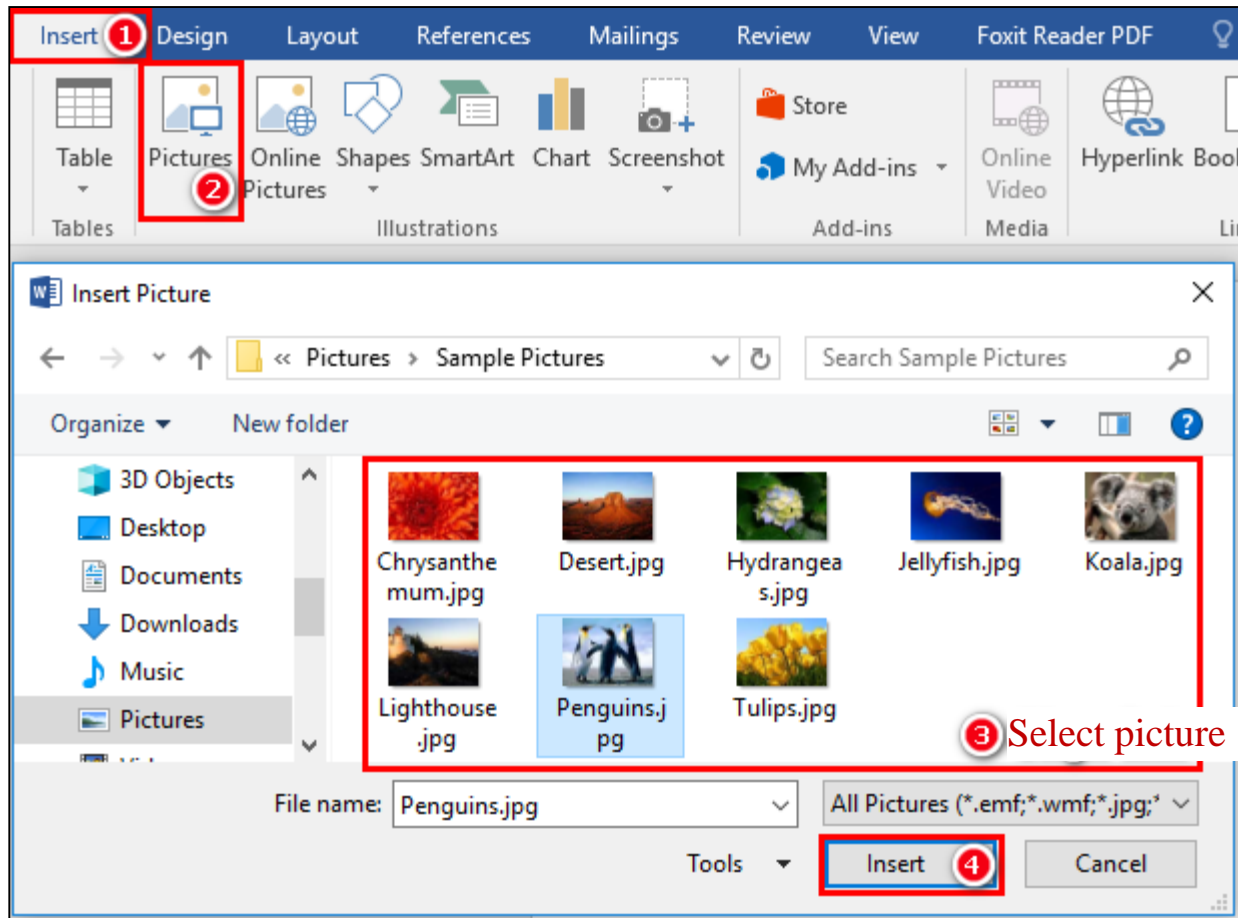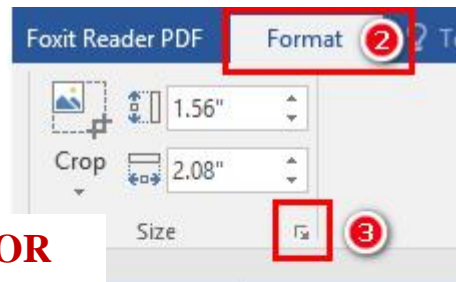
1/. Insert Pictures

2/. Format Pictures

a. Change the size of a picture
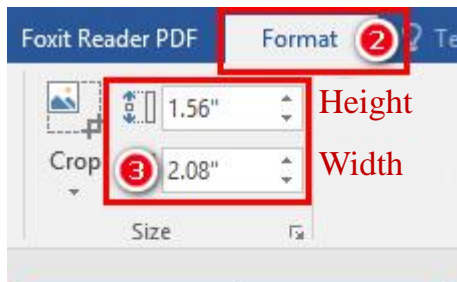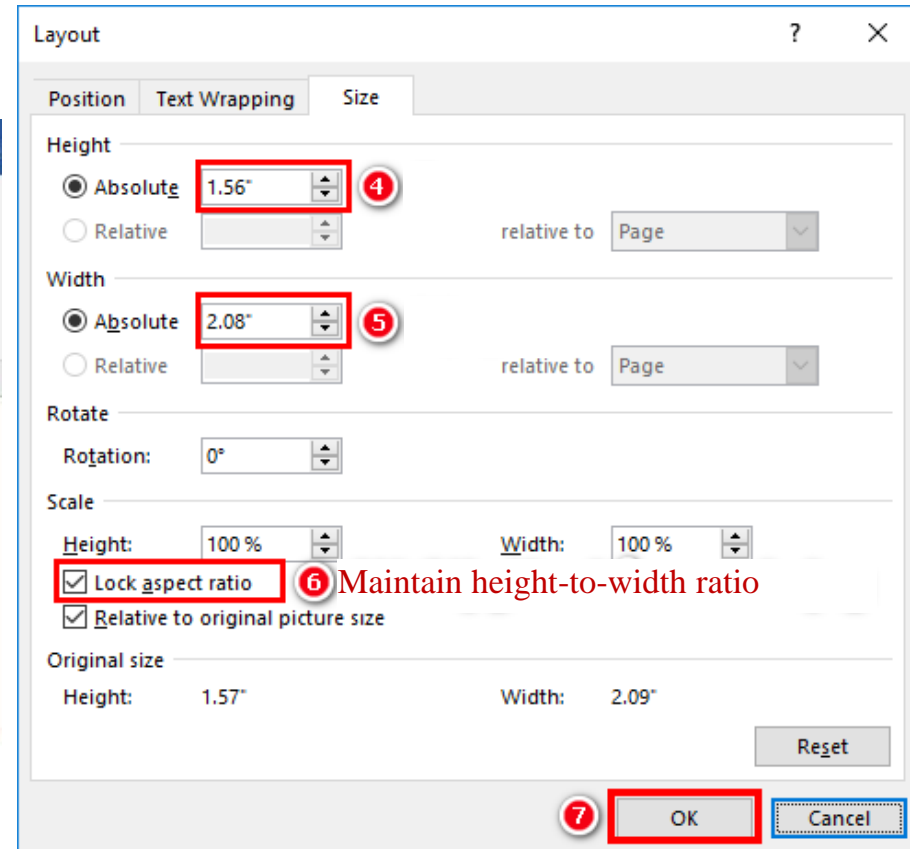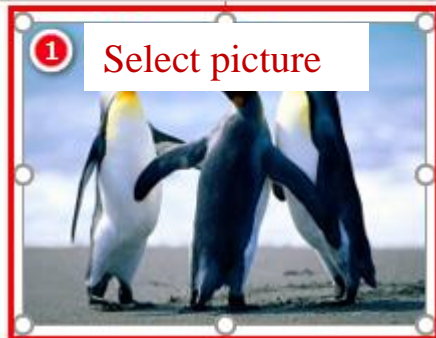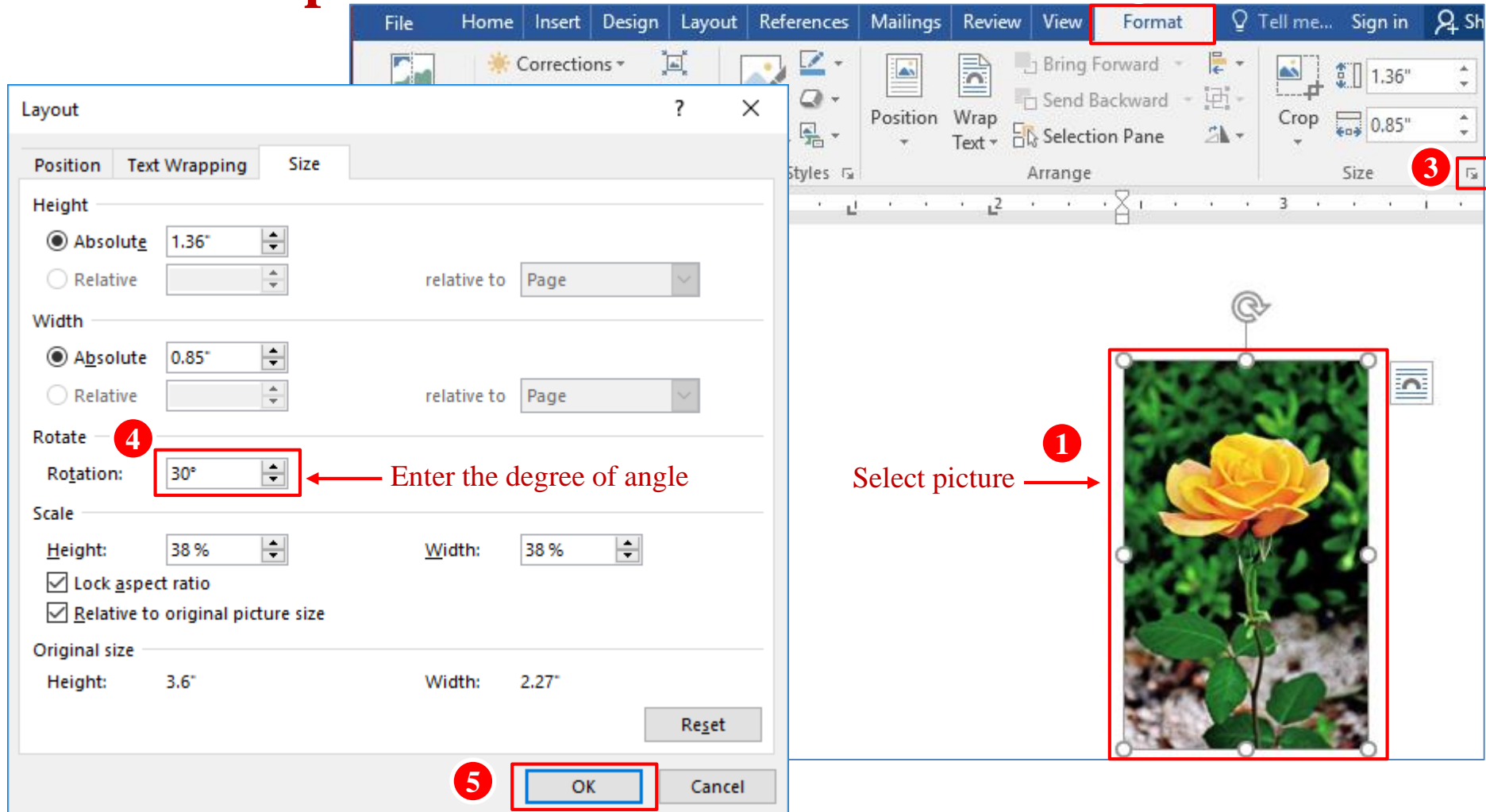
b. Rotate a picture

c. Change a picture's position

d. Change a picture's position relative to the document

e. Apply a style to a picture

f. Apply an effect to a picture (effects, artistic effects)

g. Change the color of a picture

h. Change the brightness/contrast, softness/sharpness of a picture

i. Compress a picture

j. Remove the background of a picture

k. Reset a picture

l. Change the alternative text of a picture

a. Change the size of a picture

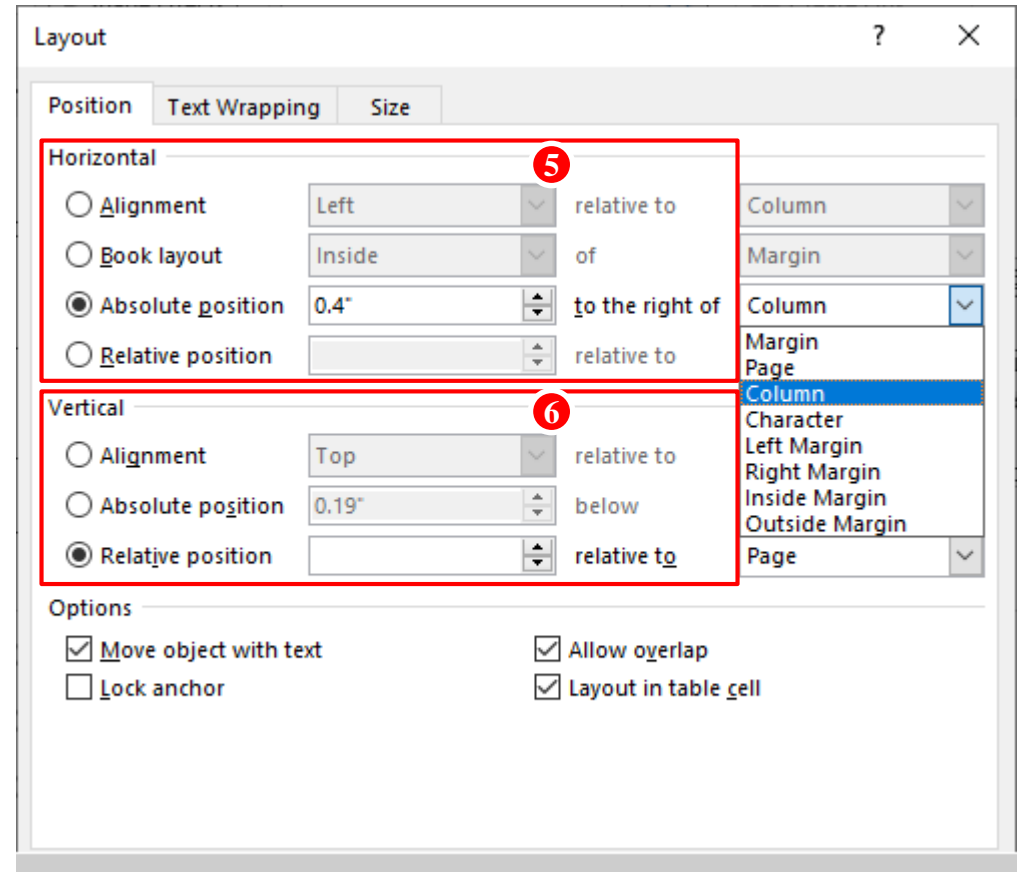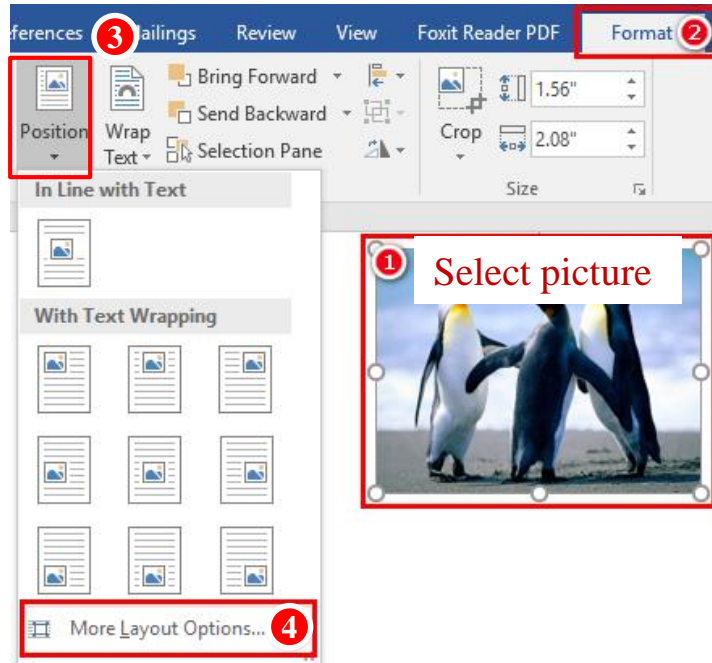## b. Rotate a picture

Enter the degree of angle

Select picture

c. Change a picture's position: built-in position
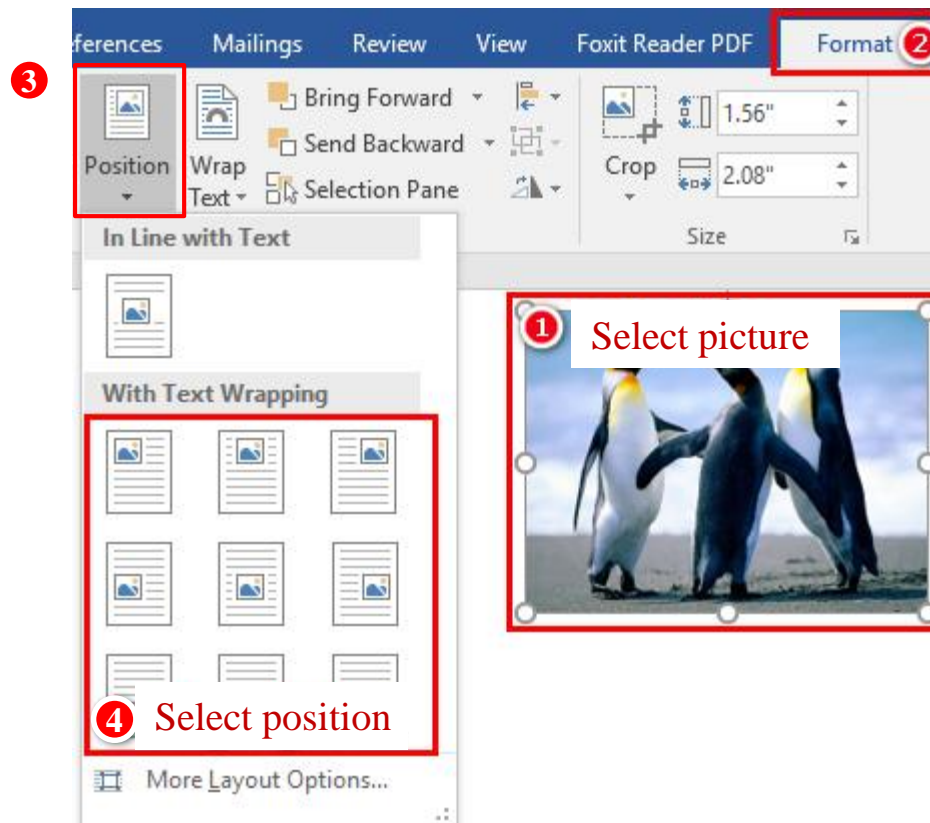
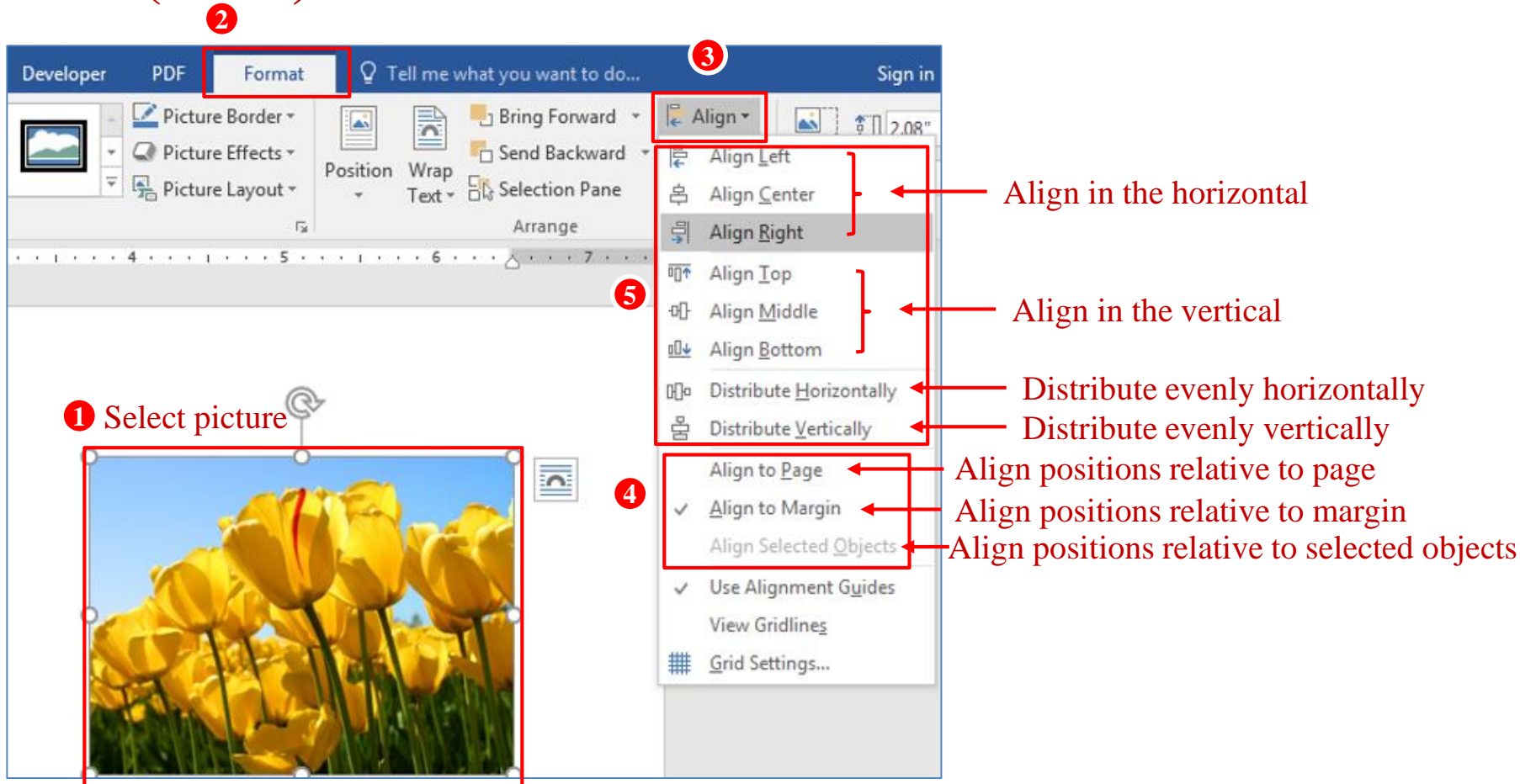# 2- Format Pictures

c. Change a picture's position: in the horizontal and vertical

c. Change a picture's position: in the horizontal and vertical (cont.)

❷

❸

❺

❶ Select picture

❹

Align in the horizontal

Align in the vertical

Distribute evenly horizontally

Distribute evenly vertically

Align positions relative to page

Align positions relative to margin

Align positions relative to selected objects

d. Change a picture's position relative to the document

Picture is on same line with text → In Line with Text

Text is around the picture with a rectangle → Square

Text is around the border of the picture → Tight

Text goes through the picture → Through

Text is above and below the picture → Top and Bottom

Picture is behind text → Behind Text

Picture is in front of text → In Front of Text
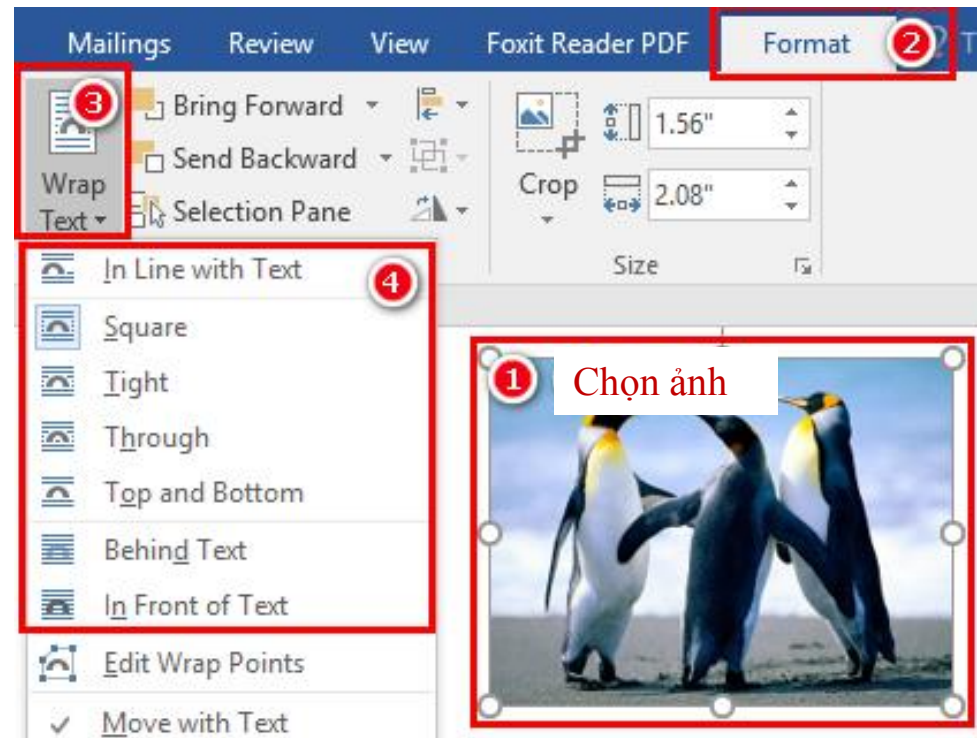
e. Apply a style to a picture
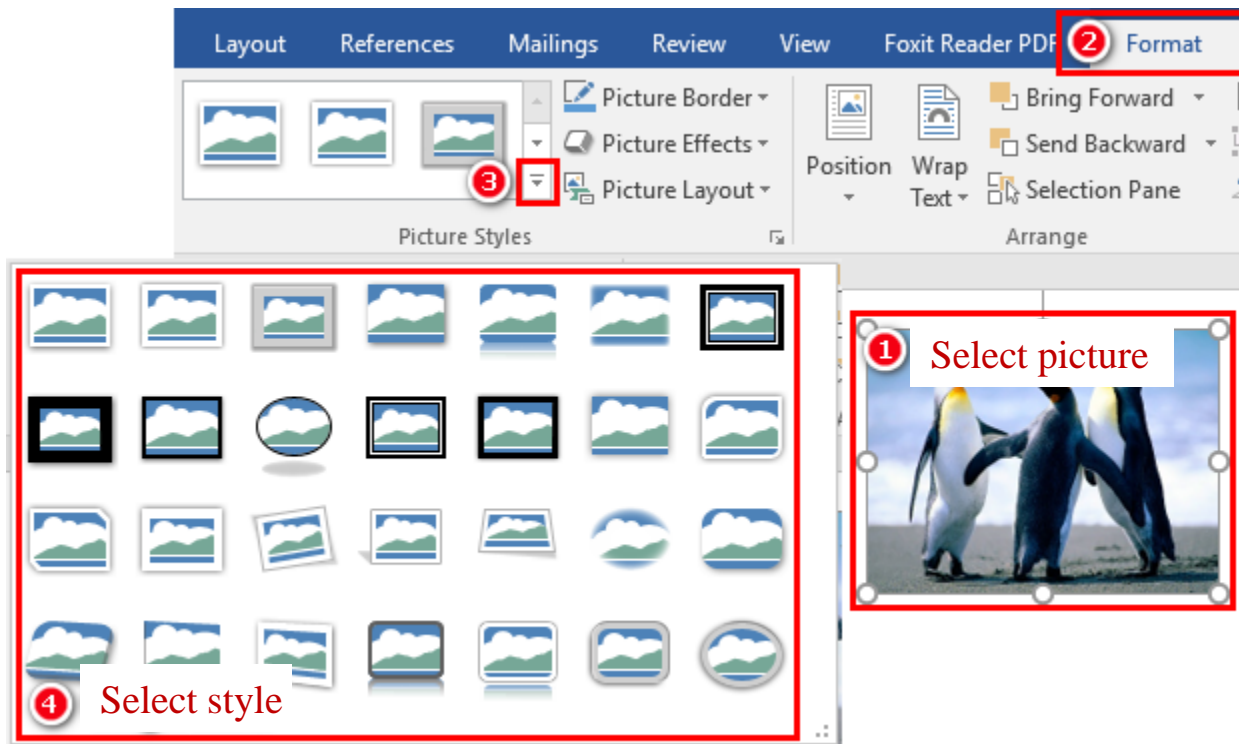
f. Apply an effect to a picture: Picture effects
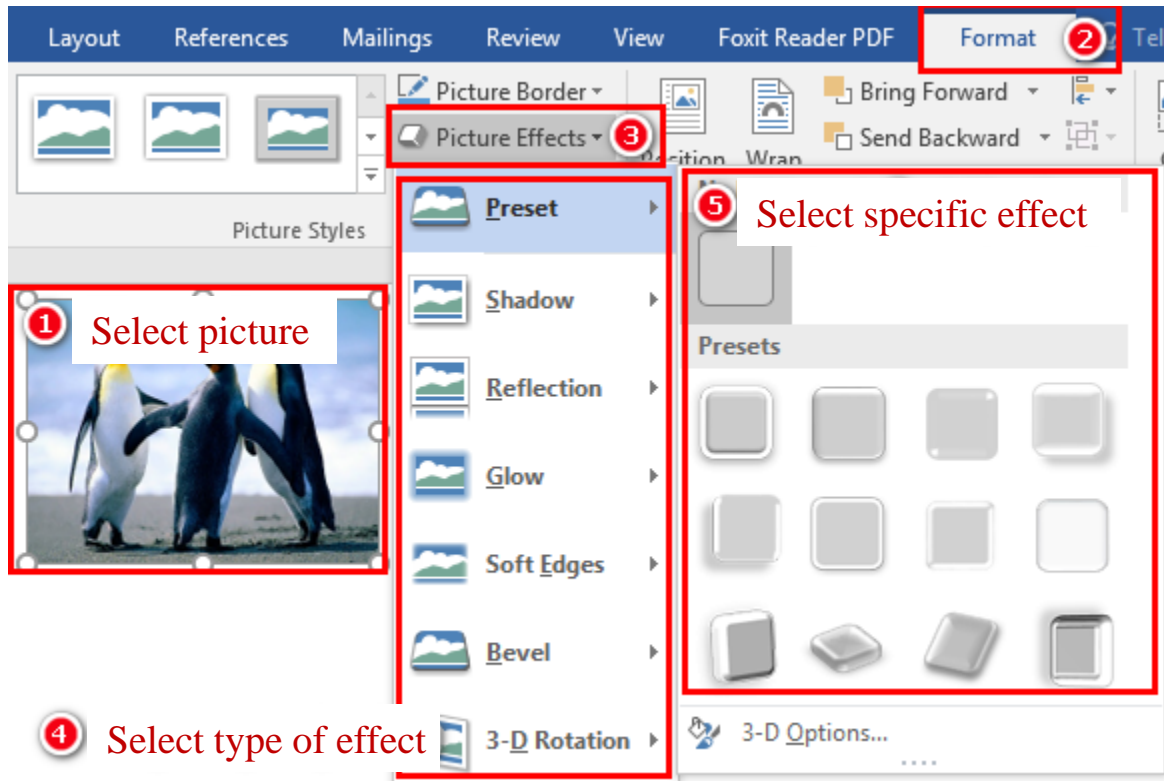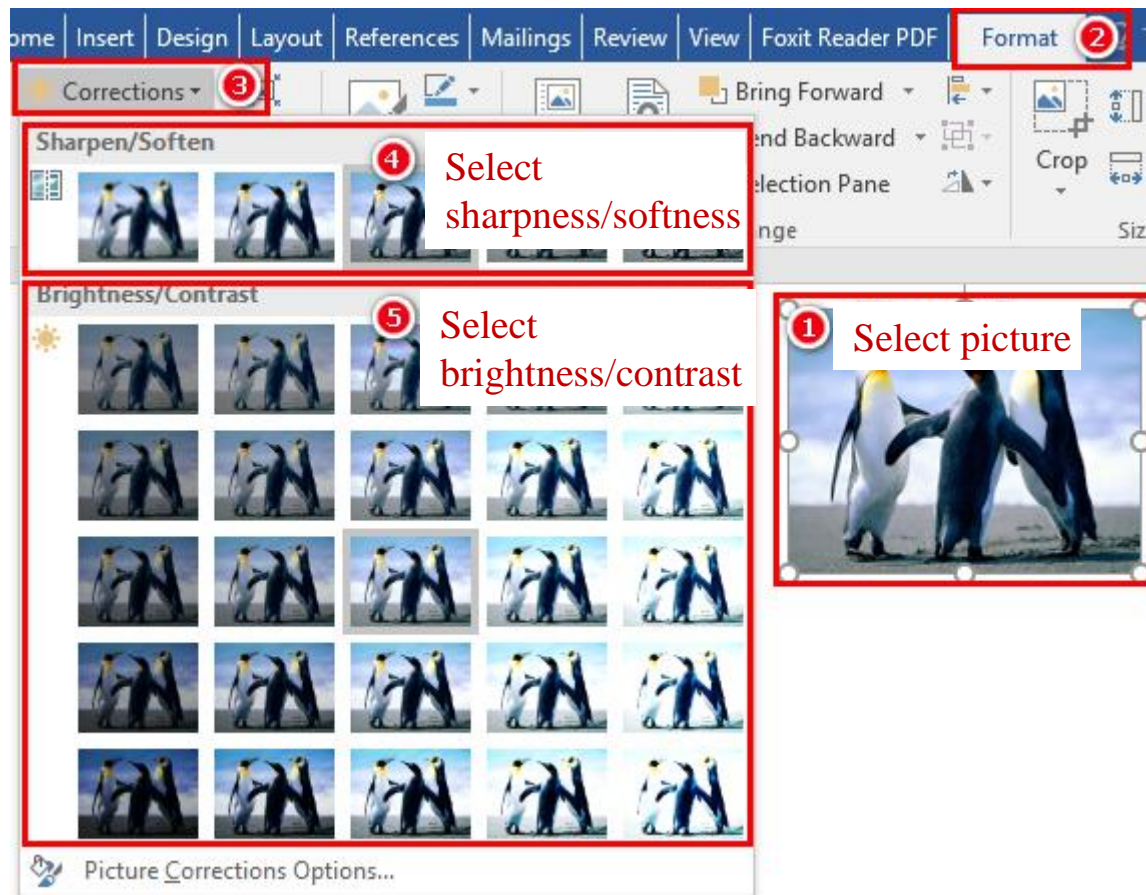
f. Apply an effect to a picture: Artistic effects
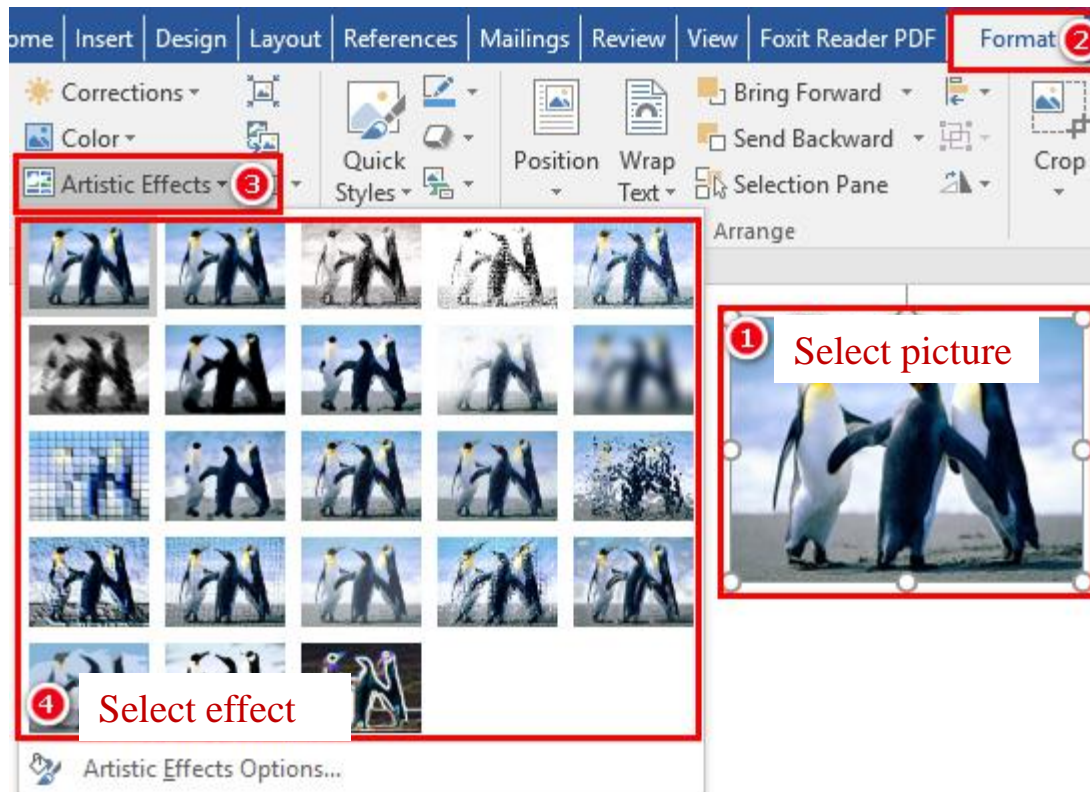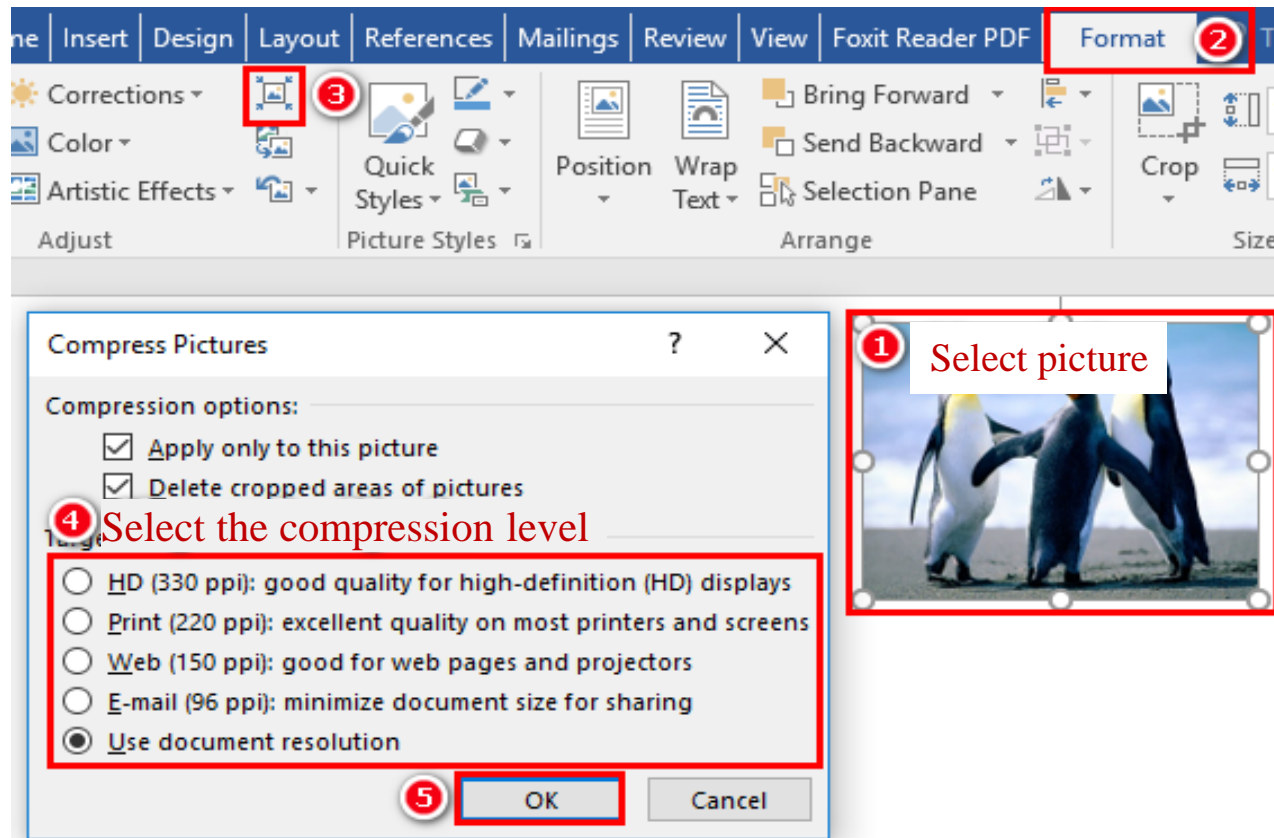
g. Change the color of a picture
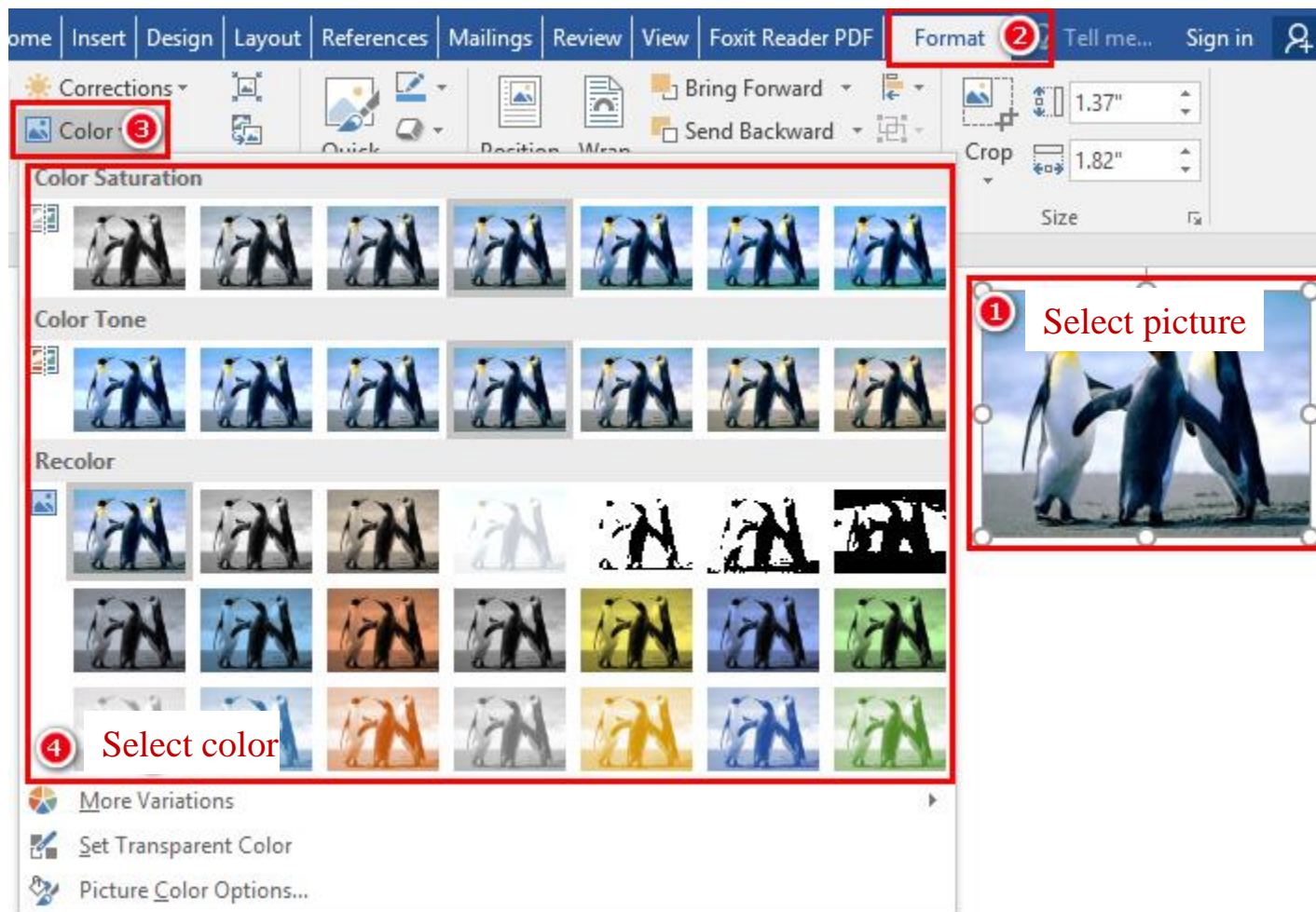
2- Format Pictures

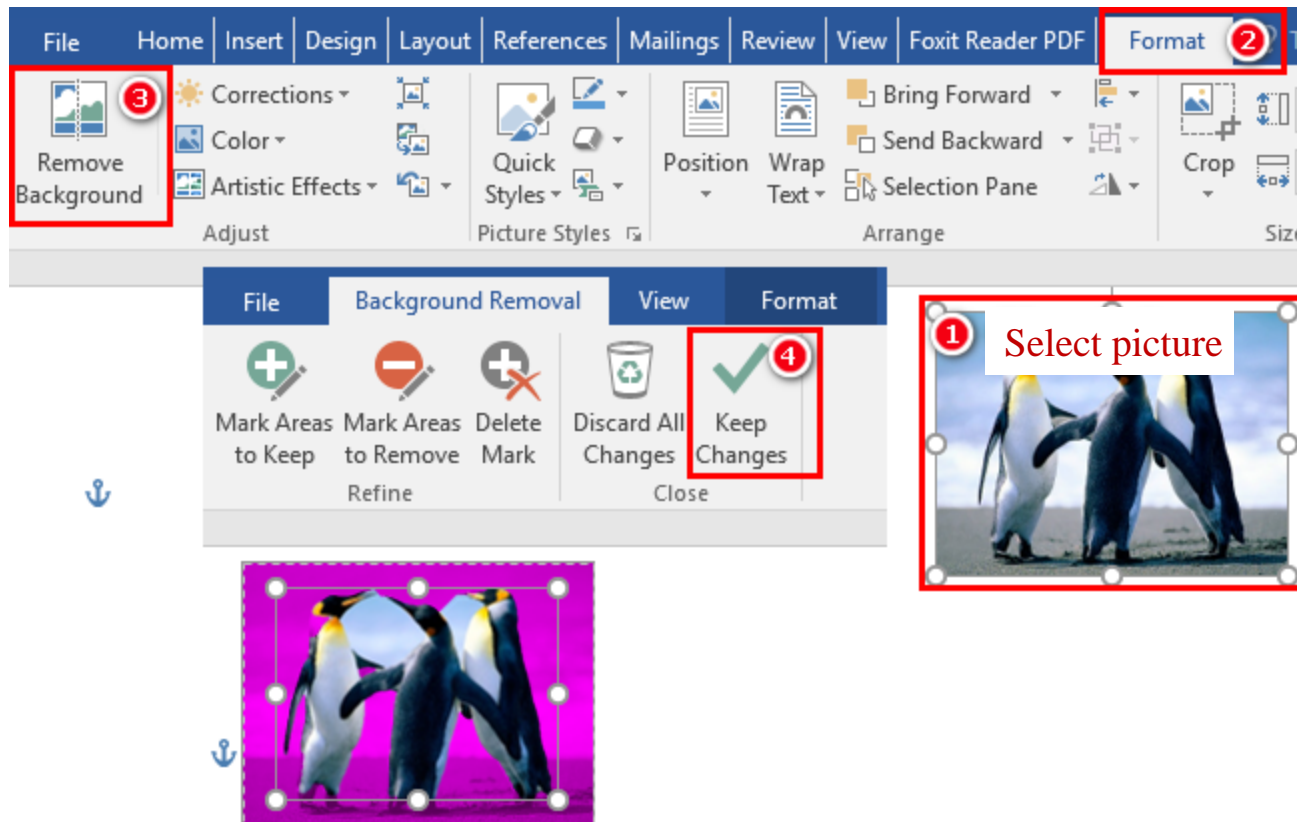## h. Change the brightness/contrast, softness/sharpness of a picture
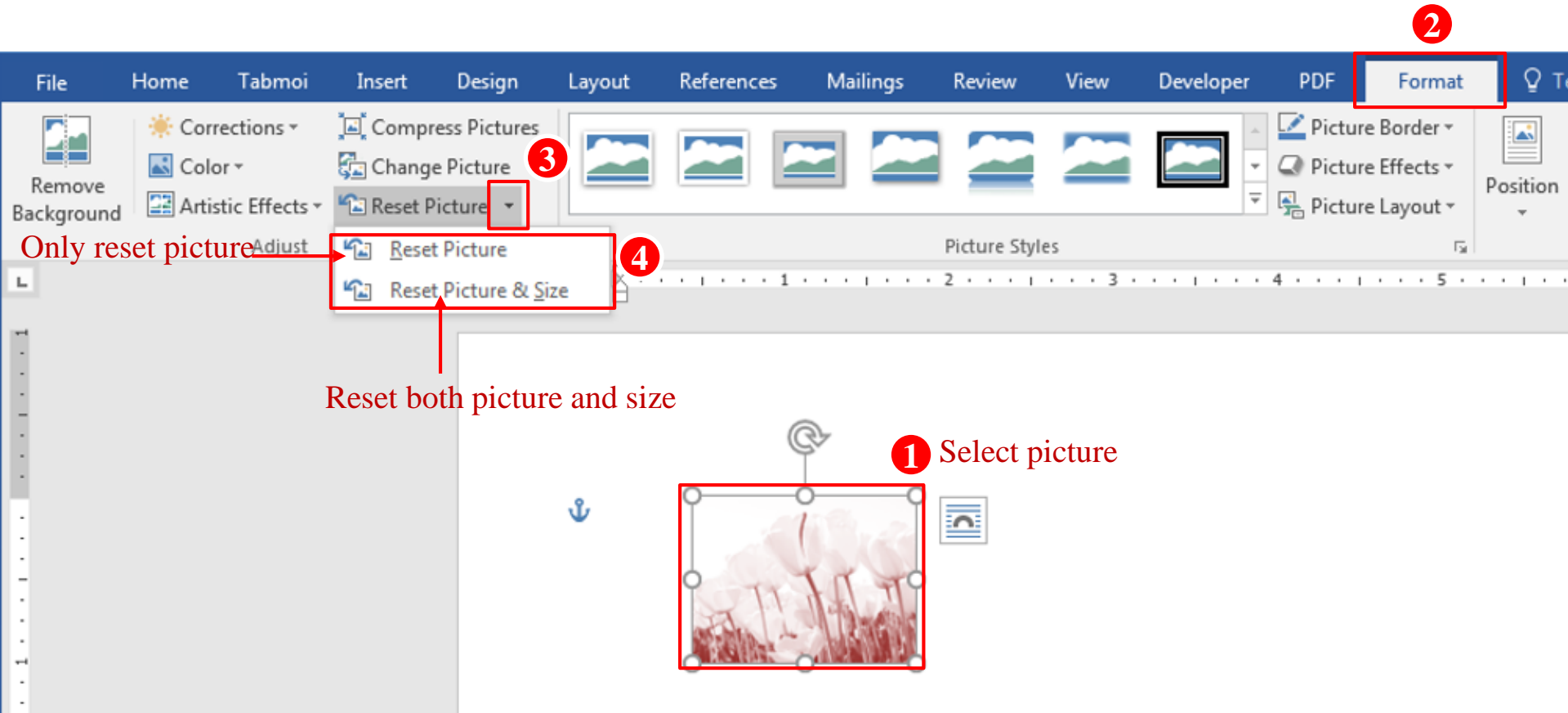
i. Compress a picture

j. Remove the background of a picture

k. Reset a picture

Only reset picture

Reset both picture and size

❶ Select picture

2- Format Pictures

l. Change the alternative text of a picture

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4.4 Insert Screenshot (Screen Clipping)

4.5 Apply and manipulate Text Boxes

1/. Insert Shapes

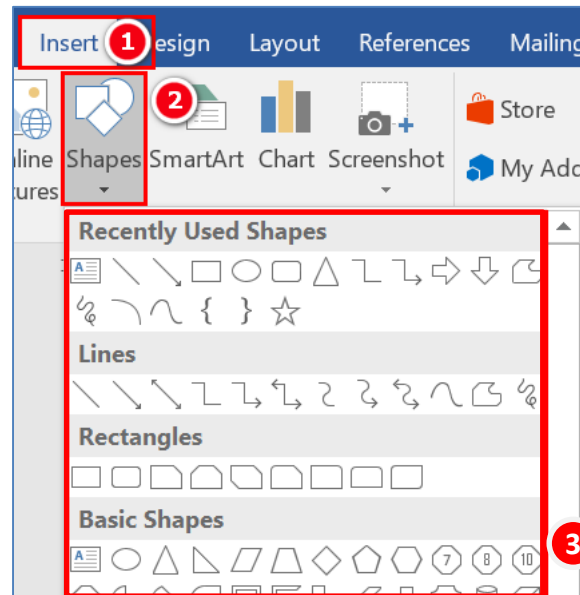2/. Format Shapes

1/. Insert Shapes

2/. Format Shapes

- **Insert Shapes**

Select shape, drag and drop to draw

1/. Insert Shapes

2/. Format Shapes

2- Format Shapes

a. Change the size of a shape

b. Rotate a shape

c. Change a shape's position

d. Change a shape's position relative to the document

e. Change the alternative text of a shape

f. Edit a shape

g. Change a shape

h. Add text to a shape

i. Group/ungroup shapes

j. Format a shape (style, fill, border, effect)
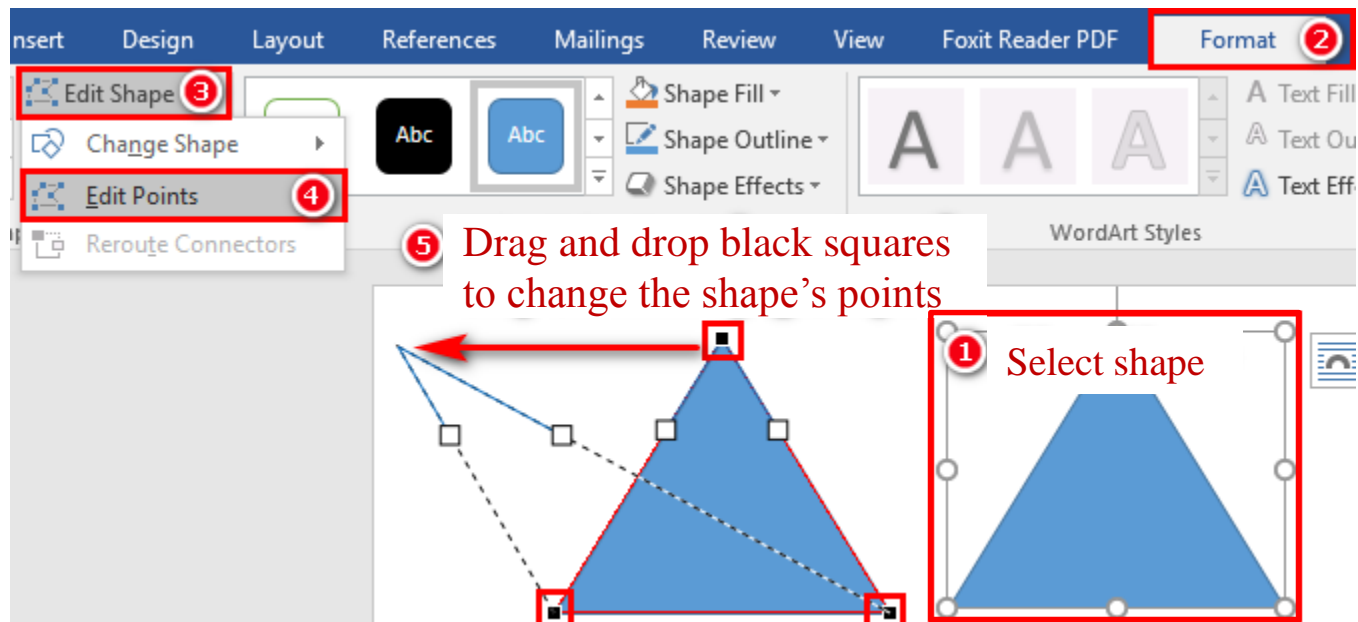
k. Format text in a shape (style, fill, border, effect)

a. Change the size of a shape

b. Rotate a shape

c. Change a shape's position

d. Change a shape's position relative to the document

e. Change the alternative text of a shape
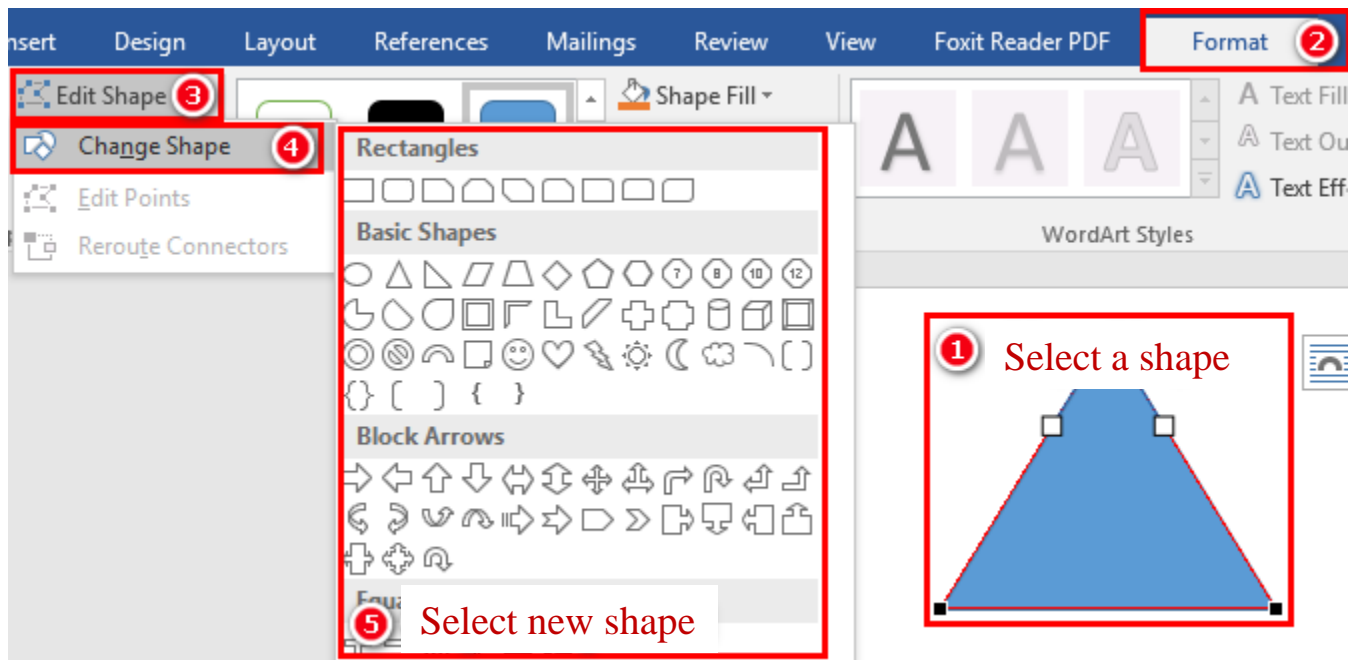
Perform similarly to picture

f. Edit a shape

g. Change a shape
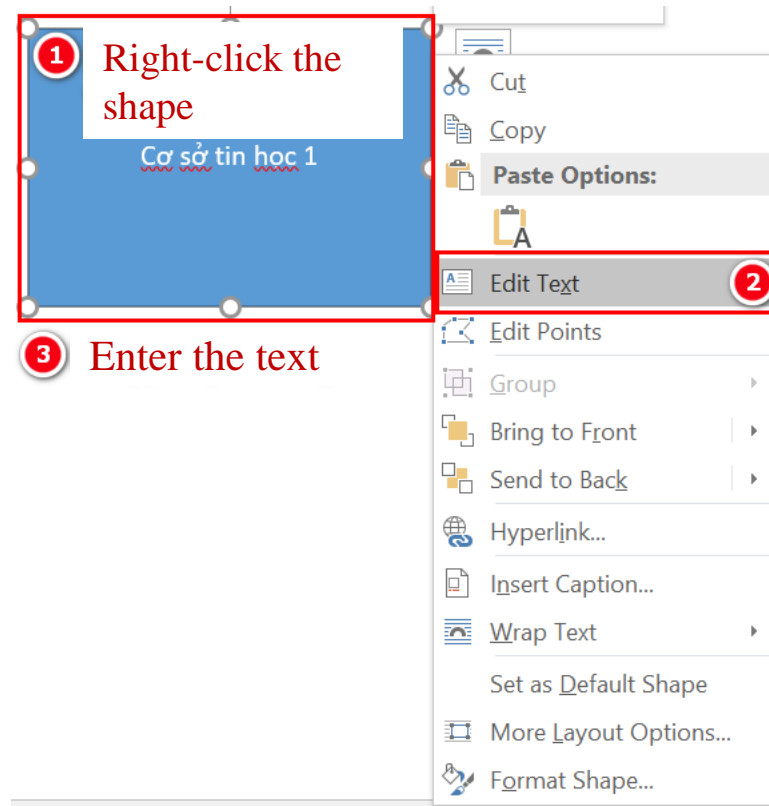
h. Add text to a shape

① Right-click the shape

Cơ sở tin học 1

③ Enter the text

Cut
Copy
Paste Options:
② Edit Text
Edit Points
Group
Bring to Front
Send to Back
Hyperlink...
Insert Caption...
Wrap Text
Set as Default Shape
More Layout Options...
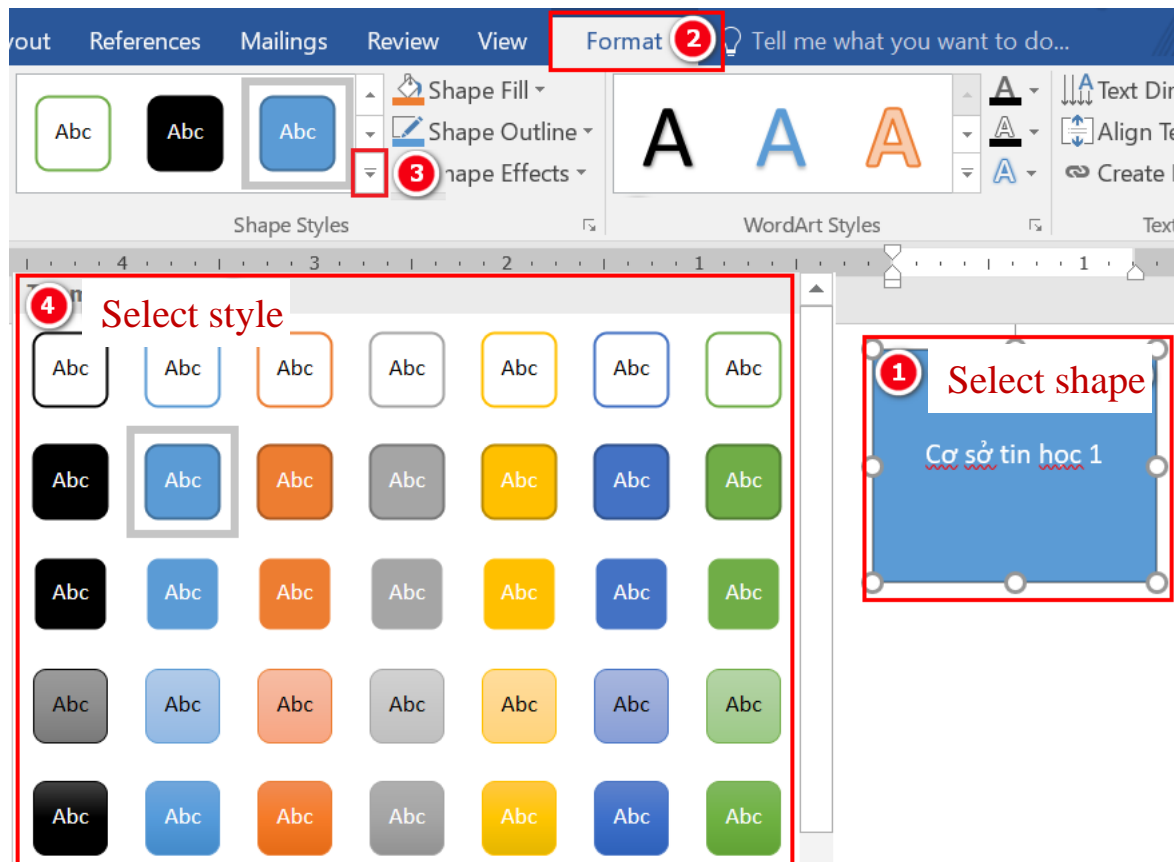Format Shape...

i. Group/ungroup shapes

①   Select shapes to group or ungroup

②   Right-click the selected shapes
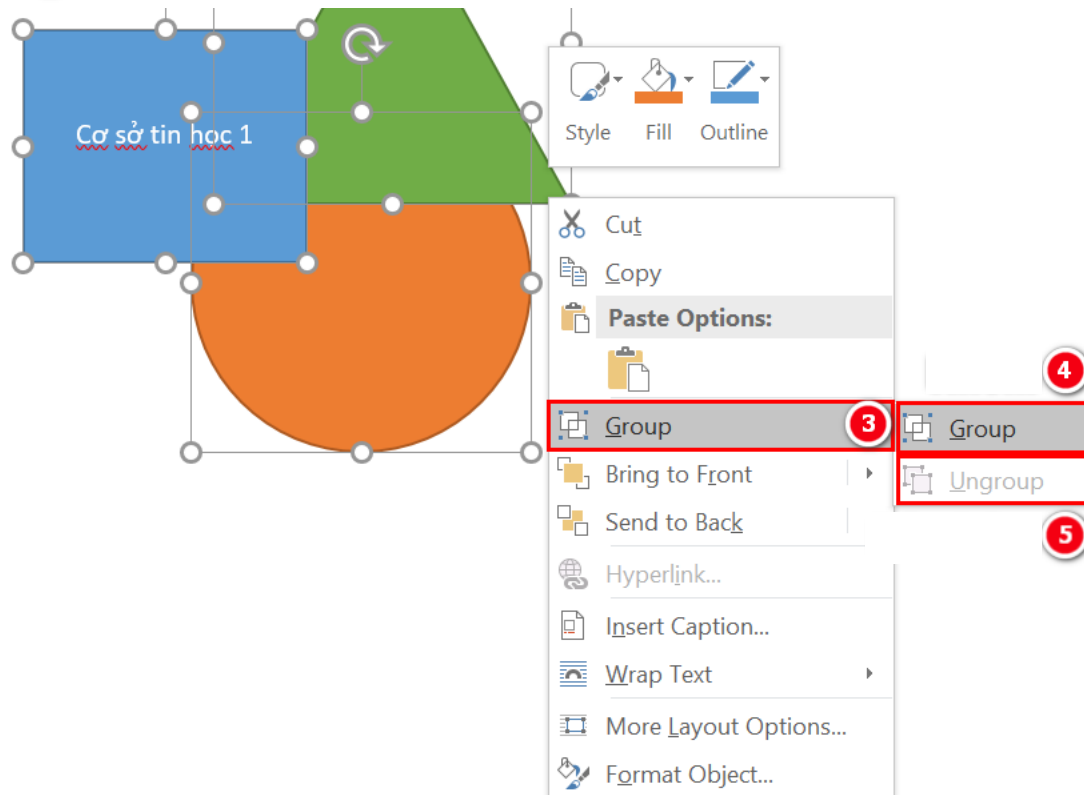
j. Format a shape: Shape styles

j. Format a shape: Shape fill
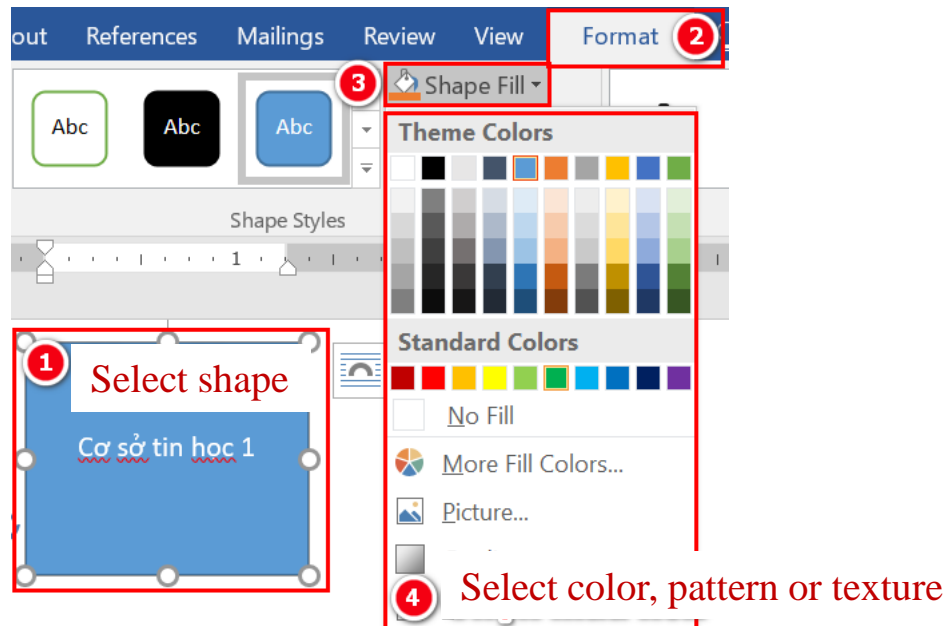
j. Format a shape: Shape outline
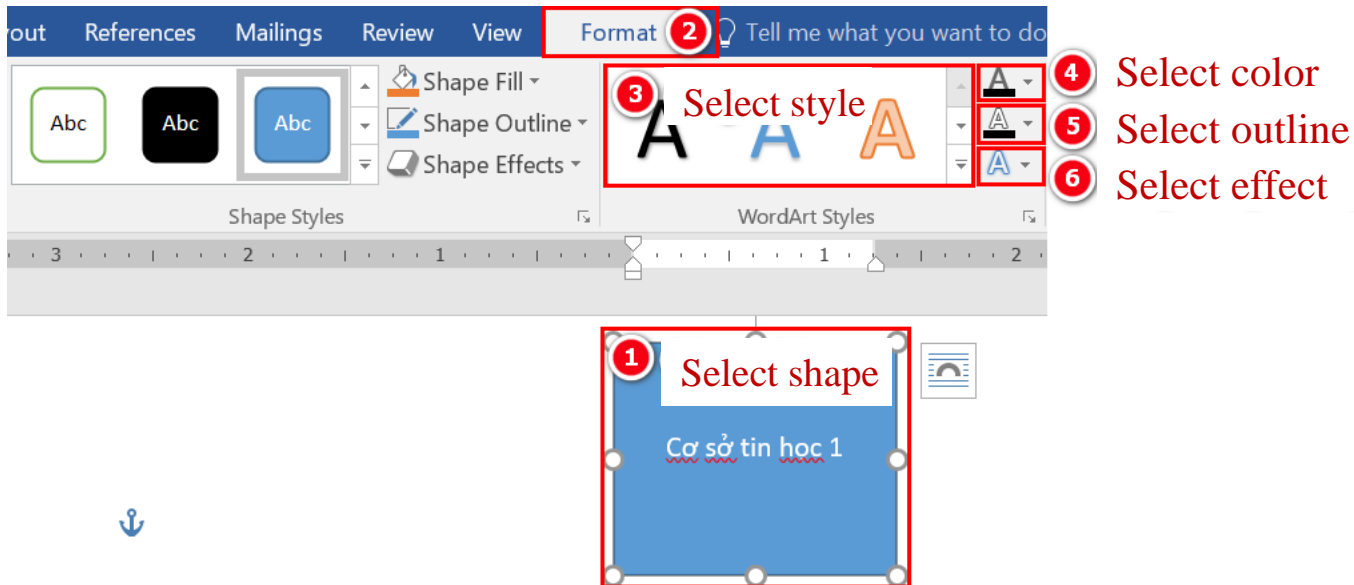
j. Format a shape: Shape effects
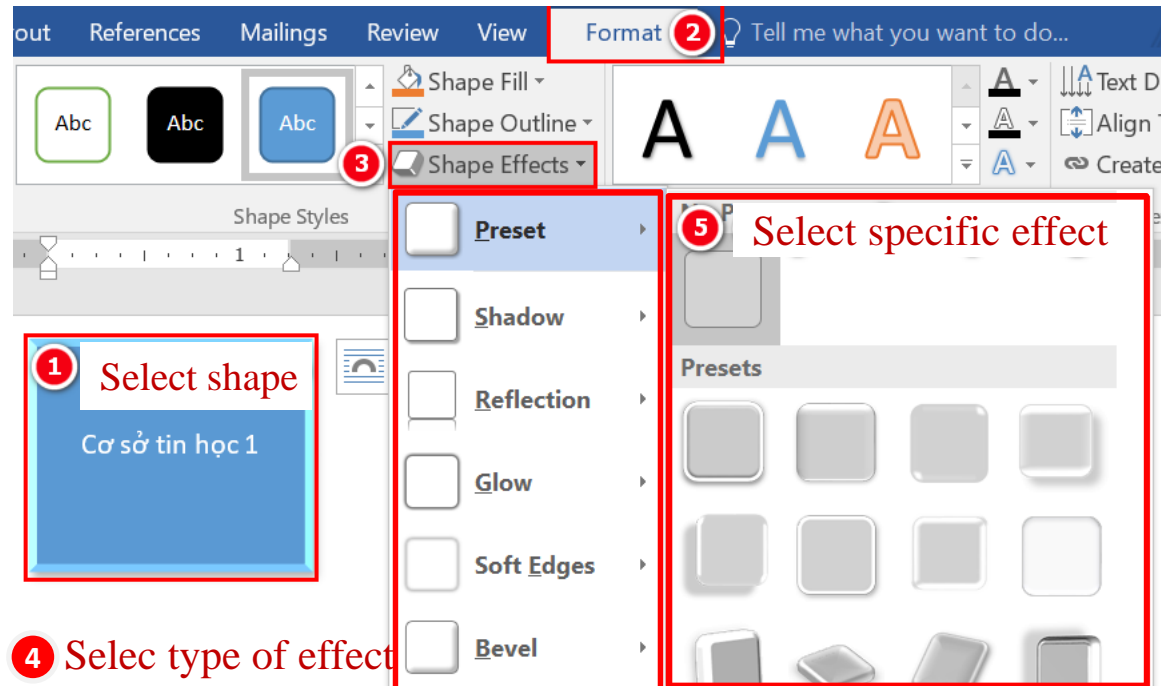
k. Format text in a shape (style, fill, outline, effect)

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